

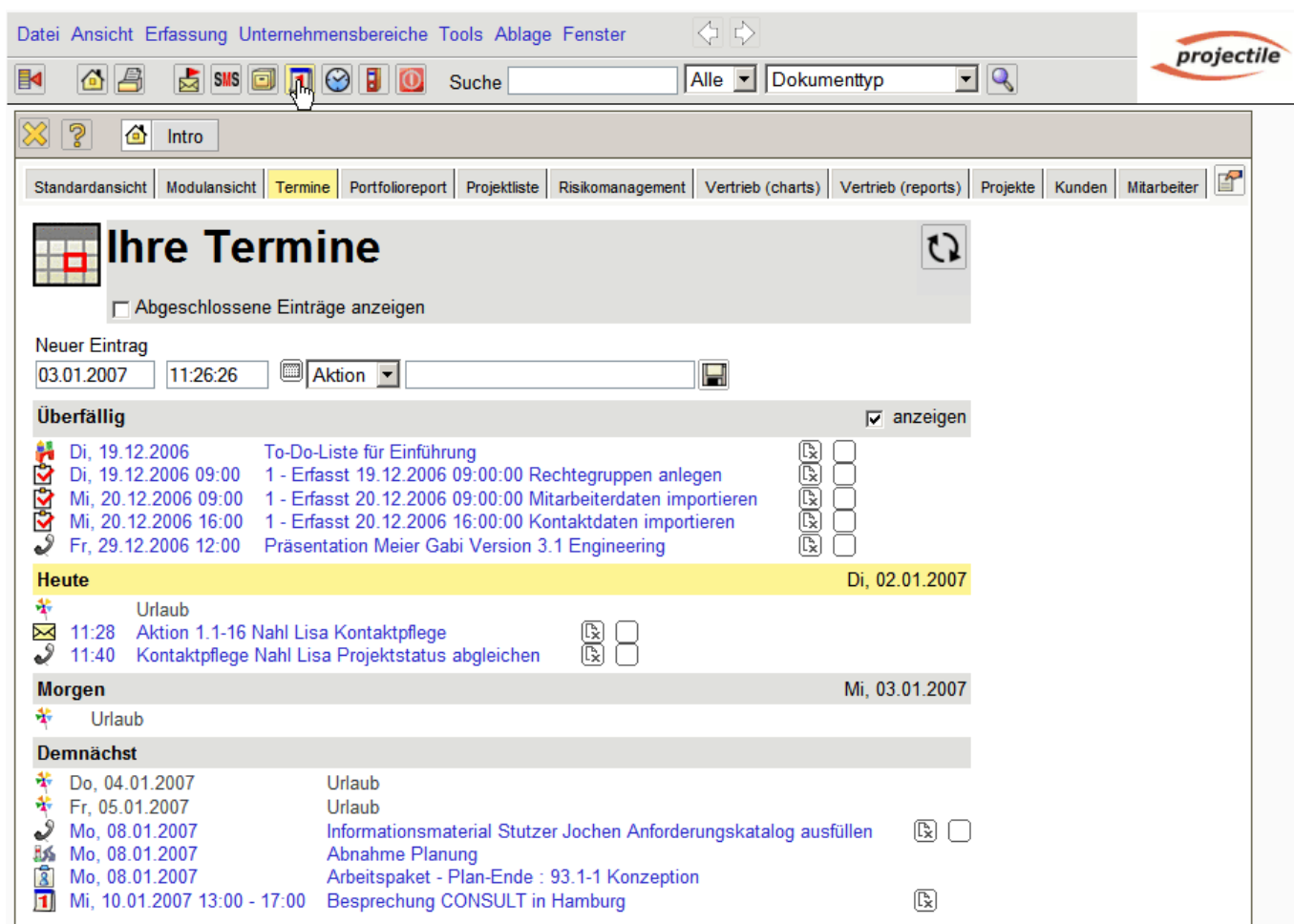
[previous](#) [Home](#) [next](#)

# 3.04.3 Group Organizer "Team-Calendar"

The group organizer manages project relevant appointments (milestones, external and internal appointments, project actions) and person-related events (absences, such as holidays and illness, bank holidays, general operations, ...). The calendar can be opened for the user, the group (such as unit) or for all the employees for any period of time. With the appropriate permissions, appointments can not only be displayed, but also be defined.

Bank holidays, absences, milestones and open actions are transferred from the appropriate record data in the system. Appointments can be freely defined (with sufficient permission). In addition, the scheduled employees to these appointments can be notified through the internal mail system Mailer.

The calendar is opened through the toolbar.

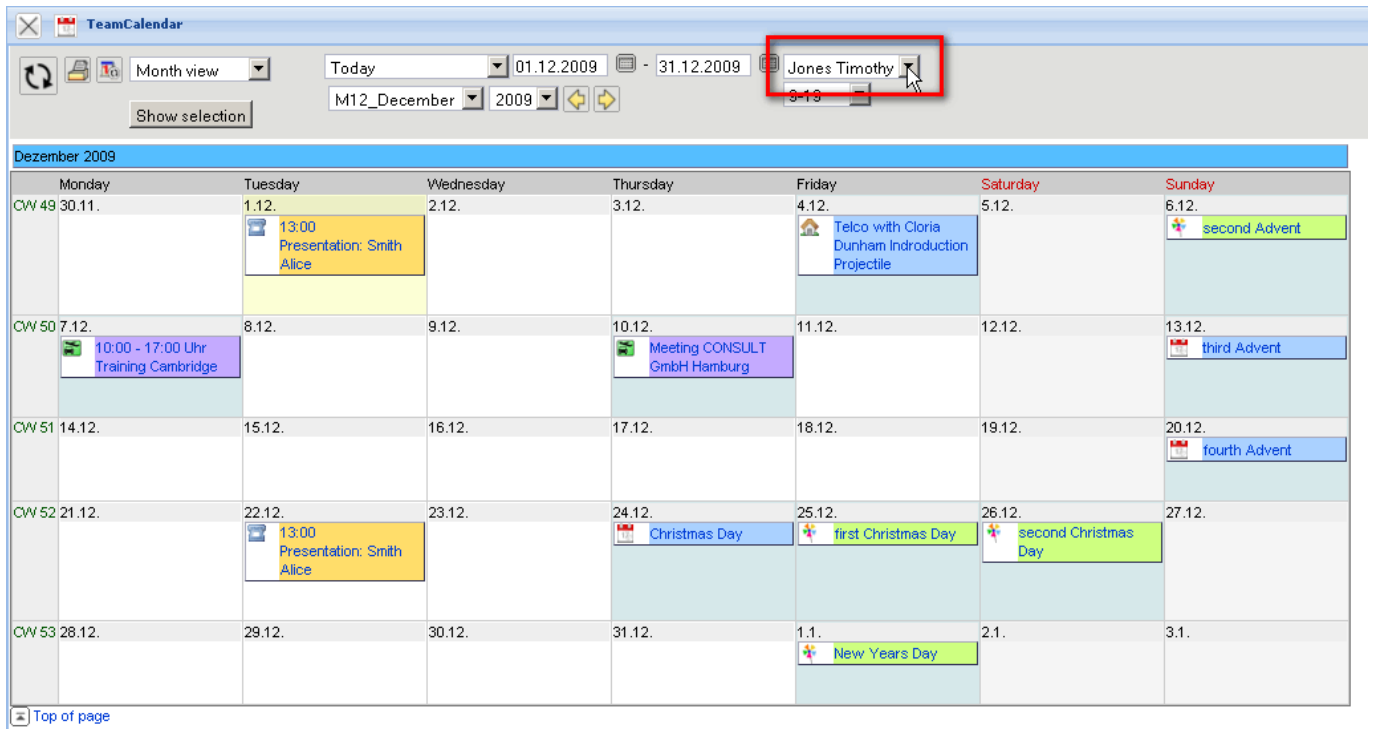


In the following example, the calendar of the user !!!!! is open for the current month.

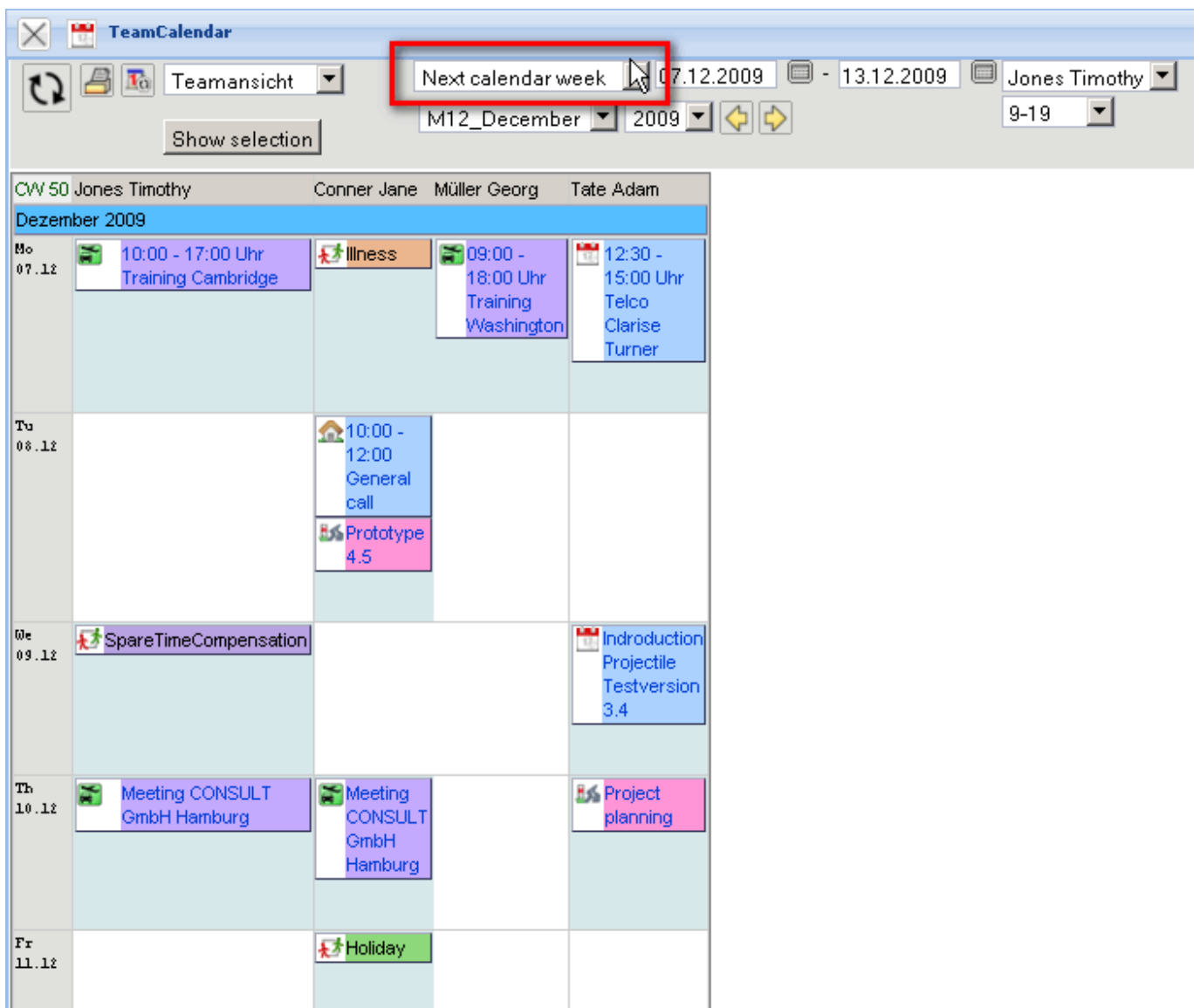
All appointment types (including milestones) are displayed, the black entries from the defined actions and the purple entries have been defined in the calendar itself.

New Year	Green entries are used from the bank holiday definition (see bank holidays)
13:00 Presentation: Smith Alice	Yellow entries are from the contact administration (see actions).
10:00 - 12:00 General call	Blue entries are from internal appointments.
Meeting CONSULT GmbH Hamburg	Purple entries are from external appointments.
Programming	Pink entries are personal milestones of the employee (see milestones).

The calendar supports and displays (with appropriate permission) also the appointments of other employees.

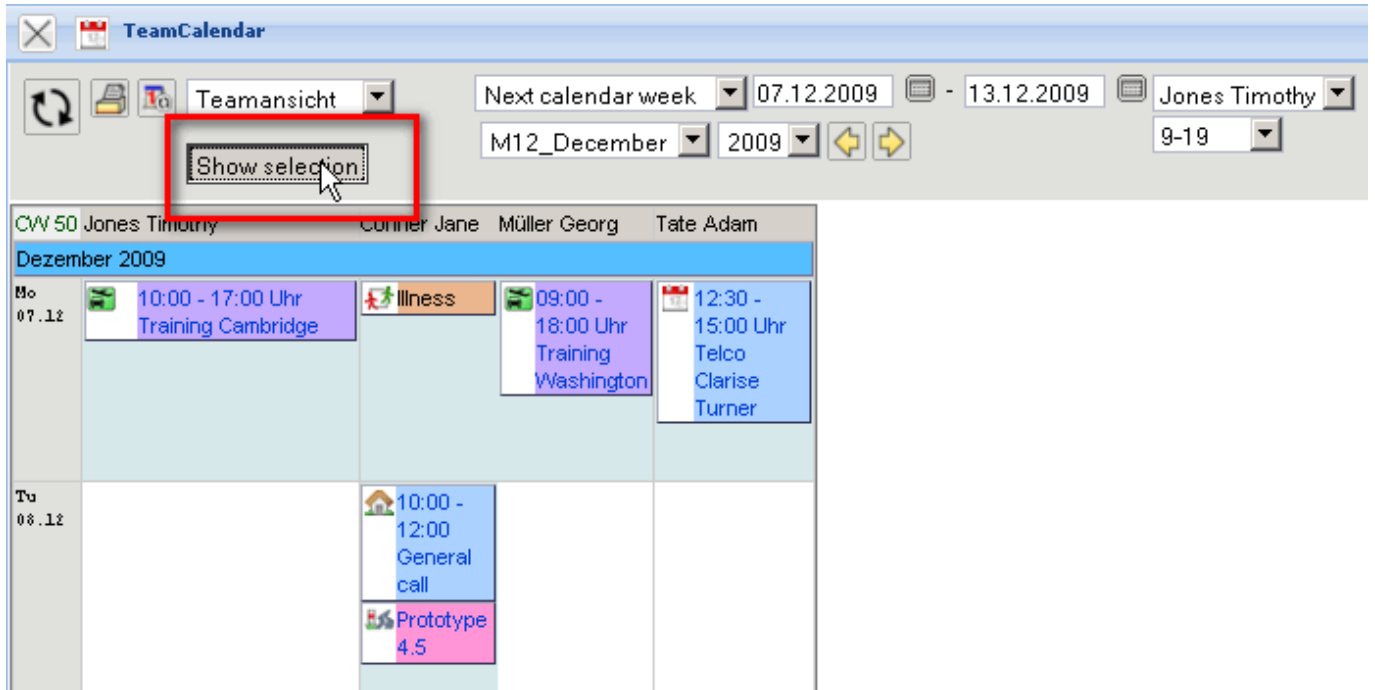


In the calendar the time interval of the display can also be changed (here in team overview).



Sa 12.12				
Su 13.12	third Advent	third Advent	third Advent	third Advent

By using the action "Show Selection" the settings of the calendar can be viewed and changed.




The selections "Employee" and "Units" provide filters for individual employees or units (organizational units, such as departments), and the selection "Entry" can filter the entries by the type of dates.

The screenshot shows the TeamCalendar application window. At the top, there are navigation controls including a refresh button, a 'Teamansicht' dropdown, and date selection fields for 'Next calendar week' (07.12.2009 - 13.12.2009) and 'Jones Timothy'. Below these are 'M12\_December' and '2009' dropdowns, navigation arrows, and a '9-19' dropdown. A 'Show selection' button is also present.

The main interface is divided into several sections:

- Further employees:** A list with a search icon and a 'Find available documents' button.
- Units:** A table with a 'Description' dropdown and one entry: 'Marketing and Sales'.
- EntryTypes:** A list of event types with checkboxes: Absence, Action, Holiday, Milestone, TimeEntry, and ToDo.
- Add invited:** A checkbox that is currently checked.
- Show scheduled holiday:** An unchecked checkbox.
- Time Slots:** A row of time slots: Column1 (08:00:00), Column2 (11:00:00), Column3 (14:00:00), Column4 (17:00:00), Column5 (20:00:00), and a 'Display' dropdown set to 'CHART'.
- Calendar View:** A grid for 'Dezember 2009' with columns for employees: CW 50 Jones Timothy, Conner Jane, Müller Georg, and Tate Adam. The grid shows events for the date 07.12: 'Training Cambridge' (10:00 - 17:00 Uhr) for Jones Timothy, 'Illness' for Conner Jane, 'Training Washington' (09:00 - 18:00 Uhr) for Müller Georg, and 'Telco Clarise Turner' (12:30 - 15:00 Uhr) for Tate Adam.

With  the display of the calendar is refreshed.

TeamCalendar

Teamansicht
Next calendar week 07.12.2009 - 13.12.2009
Jones Timothy

M12\_December 2009

9-19

Further employees

1 - 3 / 3		
<input type="checkbox"/>	Name	First name
<input type="checkbox"/>	Jane	Conner
<input type="checkbox"/>	Jones	Timothy
<input type="checkbox"/>	Tate	Adam

Units

No entries

EntryTypes

- Abs<sup>[1]</sup> Absence
- Abs<sup>[2]</sup> Action
- Abs<sup>[3]</sup> Holiday
- Abs<sup>[4]</sup> Milestone
- Abs<sup>[5]</sup> TimeEntry
- Abs<sup>[6]</sup> ToDo

Add invited

Show scheduled holiday

Column1

08:00:00

Column2

11:00:00

Column3

14:00:00

Column4

17:00:00

Column5

20:00:00

Display

CHART

CWV 50	Jones Timothy	Conner Jane	Jane Conner	Müller Georg	Tate Adam	CWV 50
Dezember 2009						
Mo 07.12	<div style="background-color: #d0e0ff; padding: 2px;">10:00 - 17:00 Uhr Training Cambridge</div>					Mo 07.12
Tu 08.12	<div style="background-color: #ffccff; padding: 2px;">Prototype 4.5</div> <div style="background-color: #d0e0ff; padding: 2px; margin-left: 20px;">Programming with Mileson James</div>					Tu 08.12
We 09.12	<div style="background-color: #d0e0ff; padding: 2px;">SpareTimeCompensation</div>			<div style="background-color: #d0e0ff; padding: 2px;">Indroduction Projectile</div>		We 09.12

To view or change appointments, click on the appointments (here an appointment for !!! on the 10.01.2007 between 1 pm and 5 pm).

https://infodesire.net/dokuwiki/ Printed on 2025/03/13 18:17

The screenshot shows the TeamCalendar application interface. At the top, there are navigation and control elements: a close button, a help icon, the title 'TeamCalendar', a refresh button, a view selector set to 'Monatsansicht', a date range selector for 'Nächste Kalenderwoche' from '01.01.2007' to '31.01.2007', and a user selector for 'Schaub Peter'. Below these are buttons for 'Auswahl anzeigen', a date selector for '01 - Januar', and a year selector for '2007'. The main area displays a calendar grid for 'Januar 2007' with columns for days of the week (Montag to Sonntag) and rows for weeks (KW 1 to KW 5). Appointments are shown as colored blocks with icons and text. A mouse cursor is hovering over an appointment on Wednesday, January 10th.

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
KW 1	1.1. Neujahr	2.1. Urlaub	3.1. Urlaub	4.1. Urlaub	5.1. Urlaub	6.1.	7.1.
KW 2	8.1. Informationsmaterial: Stutzer Jochen Abnahme Planung	9.1. 10:00-12:00 Personalgespräche	10.1. 13:00-17:00 Besprechung CONSULT in Hamburg	11.1. Informationsmaterial: Meier Hannah	12.1. Konzeptabnahme	13.1.	14.1.
KW 3	15.1.	16.1.	17.1. Präsentation: Meier Hannah	18.1.	19.1.	20.1.	21.1.
KW 4	22.1.	23.1.	24.1.	25.1.	26.1. Abnahme Prototyp	27.1.	28.1.
KW 5	29.1. Abnahme Planung	30.1.	31.1. Prototyp	1.2.	2.2.	3.2.	4.2.

In the appointment document, the appointment, including all the information (and attached documents) can be viewed ...

**Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00**

Document Edit View Back references Actions

Main Inventions Files

Entry ID: 30

Name: Meeting CONSULT GmbH Hamburg

Category: Extern Private

Timespan: From 10.12.2009 00:00:00 To 10.12.2009 00:00:00

Inviter: Jones Timothy

Attendees: Employees Unit

SendInvitations

Conner Jane  
 Jones Timothy

Agenda

... and they can be changed (here completion of the agenda).



Termin 10.01.2007 13:00:00 Besprechung CONSULT in Hamburg

Dokument Bearbeiten Ansicht

Nummer: 122

Ansprechpartner: [Icon] [X]

Zeitspanne: von 10.01.2007 13:00:00 bis 10.01.2007 17:00:00

Mitarbeiter: [Dropdown]  
[Icons]  
[1] Schaub Peter [2] Batzeck Klaus [3] Schröder Sandra

Name: Besprechung CONSULT in Hamburg

Kategorie: Extern

Agenda: 13:00 - 14:00 Status und Projektplan  
15:00 - 16:30 Schnittstellen  
16:30 - 17:00 Nächste Schritte

Projekt: 92 QM-Modul [Icons] [X] [Check]

Arbeitspaket: 92-1 Projektleitung [Icons] [X]

Dokumente: [Input] [Durchsuchen...]  
[Icon]

Time entry Meeting CONSULT GmbH Hamburg 10.12.2009 00:00:00

Document Edit View Back references Actions

Save the document Project

Entry ID: 30

Name: Meeting CONSULT GmbH Hamburg

Category: Extern Private

Timespan: From 10.12.2009 00:00:00 To 10.12.2009 00:00:00

Inviter: [Dropdown] Jones Timothy [Icons] [X]

Attendees: Employees [Dropdown] Unit: Marketing and Sales [Icons] [X]  
[Icon]  
[Icons]  
SendInvitations [Dropdown]  
[Icon]

- [1] Conner Jane
- [2] Jones Timothy
- [3] Müller Georg
- [4] Jones Timothy
- [5] Griffith Jean

Agenda: 13:00 - 14:00 status and Project planning  
15:00 - 16:30 Interfaces  
16:30 - 17:00 further steps

If a new appointment has to be defined, click on the check-box in the selected day. Here a new appointment for the 16.01.2007 will be defined.

The screenshot shows the 'TeamCalendar' application interface. At the top, there is a header bar with a close button, a help icon, and the title 'TeamCalendar'. Below this, there are several control elements: a refresh button, a view selector set to 'Monatsansicht', a date range selector for 'Nächste Kalenderwoche' from '01.01.2007' to '31.01.2007', and a user selector for 'Schaub Peter'. A button labeled 'Auswahl anzeigen' is also present. Below these controls, the calendar grid for 'Januar 2007' is displayed. The grid has columns for days of the week (Montag to Sonntag) and rows for weeks (KW 1 to KW 5). The date 16.01.2007 is highlighted in yellow, and a mouse cursor is pointing at it. Other appointments are visible, such as 'Neujahr' on 1.1., 'Urlaub' on 2.1., 3.1., 4.1., and 5.1., 'Personalgespräche' on 9.1., 'Besprechung CONSULT in Hamburg' on 10.1., 'Präsentation: Meier Hannah' on 17.1., 'Abnahme Prototyp' on 26.1., and 'Prototyp' on 31.1.

Then, a new document of the type appointment opens. Here the basic values are now defined.

Termin 16.01.2007 00:00:00	
Dokument Bearbeiten Ansicht	
Nummer	<input type="text" value="125"/>
Ansprechpartner	
Zeitspanne	von <input type="text" value="16.01.2007"/> <input type="text" value="00:00:00"/> bis <input type="text" value="16.01.2007"/> <input type="text" value="00:00:00"/>
Mitarbeiter	<input type="text"/>  <input type="checkbox"/> [1] Schaub Peter
Name	<input type="text"/>
Kategorie	<input type="text"/>
Agenda	<input type="text"/>
Projekt	<input type="text"/>
Arbeitspaket	<input type="text"/>
Dokumente	<input type="text"/> <input type="button" value="Durchsuchen..."/>

This includes the period of time (here, of 16.01.2007 9:00 to 12:00), the participants (with the possibility of multiple choice, (here the employees !!! and !!!!), the description/the name of the appointment, the category (internal/external ), further notes and possibly external documents. The appointment will be saved ...

✕ ?
Termin 16.01.2007 00:00:00

📄
Dokument Bearbeiten Ansicht

<b>Nummer</b>	<input type="text" value="125"/>
<b>Ansprechpartner</b>	<input type="text" value=""/> ✕
<b>Zeitspanne</b>	von <input type="text" value="16.01.2007"/> <input type="text" value="09:00:00"/> <span style="margin: 0 5px;">◀ ▶ 📅 📅</span> bis <input type="text" value="16.01.2007"/> <input type="text" value="12:00:00"/> <span style="margin: 0 5px;">◀ ▶ 📅 📅</span>
<b>Mitarbeiter</b>	<input type="text" value=""/> <div style="margin-top: 5px;"> <input type="checkbox"/> 👤 [1] Schaub Peter  <input type="checkbox"/> 👤 [2] Batzeck Klaus                 </div>
<b>Name</b>	<input type="text" value="Besprechung Vertriebsstrategie"/>
<b>Kategorie</b>	<input type="text" value="Intern"/>
<b>Agenda</b>	<input type="text" value="Produktstrategie, Homepage, Online-marketing, Vertriebspartner"/>
<b>Projekt</b>	<input type="text" value=""/> <input checked="" type="checkbox"/>
<b>Arbeitspaket</b>	<input type="text" value=""/>
<b>Dokumente</b>	<input type="text" value=""/> <span style="float: right;">Durchsuchen...</span>

... and is automatically accessible in the calendar. The assigned employees receive a message through the internal system.

✕ ?
TeamCalendar

🔄
📅 Monatsansicht 
📅 Nächste Kalenderwoche  01.01.2007 - 31.01.2007
👤 Schaub Peter

Auswahl anzeigen
📅 01 - Januar  2007

Januar 2007						
Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag	Sonntag
1.1. 🎉 Neujahr	2.1. 👤 Urlaub	3.1. 👤 Urlaub	4.1. 👤 Urlaub	5.1. 👤 Urlaub	6.1.	7.1.
8.1. 📄 Informationsmaterial: Stutzer Jochen 📄 Abnahme Planung	9.1. 📅 10:00-12:00 Personalgespräche	10.1. 📅 13:00-17:00 Besprechung CONSULT in Hamburg	11.1. 📄 Informationsmaterial: Meier Hannah	12.1. 📄 Konzeptabnahme	13.1.	14.1.
15.1.	16.1. 📅 09:00-12:00 Besprechung Vertriebsstrategie	17.1. 📄 Präsentation: Meier Hannah	18.1.	19.1.	20.1.	21.1.

From:  
<https://infodesire.net/dokuwiki/> - **Projectile-Online-Handbuch**

Permanent link:  
[https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel\\_3:3.04.3\\_gruppenterminkalender\\_team-kalender&rev=1259680527](https://infodesire.net/dokuwiki/doku.php?id=en:handbuch:kapitel_3:3.04.3_gruppenterminkalender_team-kalender&rev=1259680527)



Last update: **2019/10/25 14:09**